



TREASURER

As a member of the Board of Directors of the Denton Area Emmaus Community, the Treasurer shall have custody and responsibility of all accounting and reporting pertaining to community funds. The Treasurer shall keep full and accurate accounting records of receipts and disbursements and provide adequate reporting to the Community Board and Taxing Authorities. Additionally, the Treasurer is responsible for financial safekeeping of community assets and the reporting of any financial risk to the Community.

Responsibilities:

Ongoing:

- Keep accurate records of all Community finances.
- Maintain Checking and Savings Accounts with Wells Fargo Bank.
- Keep appropriate bank records pertaining to all deposit receipts, disbursements, transfers, and withdrawals.
- Reconcile, at a minimum, monthly bank statements.
(Latitude is granted for using on-line banking reports as appropriate.)
- Render to the Board of Directors, at regular meetings of the Board, an account of all the Treasurer's transactions and of the financial condition of the community.
- Plan for and reconcile Walk Collections and Disbursements:
 - Provide Registrar and Board Representatives the forms to use for walks.
 - Work with **Registrar** to reconcile:
 - Pilgrim Counts
 - Pilgrim Fees Collected
 - Scholarship provided by individual Donors (use for Thank You notes)
 - Scholarships provided by general community funds.
 - Collection of other Donations
 - Work with **Board Representative** to reconcile:
 - Team Counts (Conference Room & Onsite)
 - Team Registration Fees Collected
 - Collections for Team Manuals / Literature.
 - Collections for Team Lunches.
 - Collections for Sale of Books at Book Table during the Walk.
 - Collection of Donations
- Provide for proper collection of Offering Donations, Literature Sales, and T-Shirt Sales at any Candlelight or Community Gatherings.

- Maintain plan for issuance of scholarship monies.
(In 2013, the board approved a motion to accept all donated monies into the General Fund unless otherwise specifically earmarked for Scholarships.)
- Self Invoice the Community for Fees to the Upper Room by season.
(currently set at \$ 13 per pilgrim).
- Acquire prior approval of the board for any disbursements made outside of plan.
- Perform other duties as necessary as assigned by the Community Lay Director or Community Board.
- Provide tax exempt card (form) and letter as necessary to purchasers on behalf of the Community.
- Arrange for Donation Letters and Tax Information to be sent within the community.
- Work with Community Registrar and Secretary, mail pick up from the PO Box.

Annually:

- Prepare and present an annual Report of Finances to the Emmaus Community.
- Complete and file, or to supervise the completion and filing, of any required reports, forms or other filings with any federal or state agency relating to the financial condition of the community.
 - Arrange for annual filing of tax exempt forms (990) to the [IRS](#).
 - Insure that all tax filings are filed with Board minutes.
- Prepare payment plan schedule for each new year for adoption and approval by the Community Board, with a time table based on Walk dates.
- As Board Contact, ensure Community maintains appropriate Liability Insurance.
- Arrange for Trailer Licensing Fees to be paid to the County.
- Arrange for annual review of financial books.
- Provide impetus for donation suggestions of funds above needs.

Characteristics:

- Strong bookkeeping skills.
- Strong organizational skills.
- Strong communication skills.
- Basic understanding of handling tax forms.
- Excellent time management and prioritization skills.

REVIEWED by William Whitaker, November 2017